

How to Prompt while Providing Virtual Jobsite Supports

Effective task or skill instruction is a critical component of success for students with disabilities on a jobsite. Many strategies are available to assist in task instruction. Using prompts to instruct on a jobsite is a very effective, evidence-based strategy for workplace success and independence.

What is Prompting?

A prompt is when a cue is provided during instruction to help a student perform a particular task or skill. Prompts provided on a jobsite include visual, verbal, gesture, model, and physical. The level of prompt required is determined by your student's needs. Start with the prompt that is least intrusive and continue to reduce the intensity of the prompt over time. Doing this will increase the likelihood of a student becoming independent with a specific task or skill.

Can Prompting be Accomplished Over the Computer?

Effective instruction using prompts is possible even when instruction occurs online. How you deliver prompts over the computer will need to be modified using creative solutions. The chart below provides an example of how to translate common in-person prompts into virtual prompts while communicating using video conferencing.

Prompt Type	Traditional Example	Virtual Example
Visual: Any prompt that is delivered in a purely visual format such as picture, video, or a drawing.	Creating a sequence of tasks list using pictures to indicate each step.	Highlighting text on a shared electronic document to cue a student to something important.
Gesture: A prompt that includes pointing, nodding, or another gesture that cues a student to something like an item, area, or task.	Pointing to an important tool so that your student remembers to use it.	Using the mouse arrow to point to specific areas of the computer.

Prompt Type	Traditional Example	Virtual Example
<p>Verbal: Any spoken instruction, cue, or reminder. This is often the most common prompt, but it can be the hardest prompt to fade.</p>	<p>Asking your student, "What step do you think comes next?"</p>	<p>This prompt level is the same virtually as it is in person. If possible, turn on closed captioning to ensure that your verbal prompts are heard correctly over the computer.</p>
<p>Model: When the instructor provides an example of what completing the task looks like by doing it themselves and asking the student to watch.</p>	<p>"Here, let me show you what that step looks like. Watch closely!"</p> <p>The step is completed while the student observes.</p>	<p>Using the shared screen feature to complete a task while the student observes.</p>
<p>Physical: When you use a small physical nudge, adjustment, prod, or a complete hand-over-hand physical guide to help your student complete a task.</p>	<p>Holding your hand over a student's hand to help them move the mouse and click on a part of the computer screen.</p>	<p>Using a remote-control feature or application to take over control of a student's computer and physically clicking for the student. Typically, this feature allows both the student and the instructor to have control simultaneously.</p>

CTI's System of Prompts Resources

To learn more about using a system of prompts in your practice, please review:

- [A Guide to System of Prompts](#) (PDF)
- [System of Prompts](#) (video)
- [Supporting Student Job Experiences through Virtual Job Supports](#) (webcast)

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